

## TRANSPORT PRO

**Partial Voucher Payments** 



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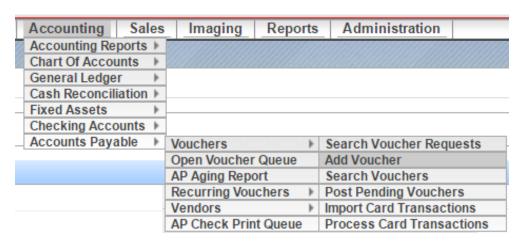
## **Partial Voucher Payments**

There may be a time when you wish to make partial payments on a voucher. For example, perhaps you pay out for a few different items to one vendor, and therefore, the payouts need to hit different GL accounts. In any case that one of your vendors is affected by more than one account, you do have the ability to enter multiple distribution accounts on a voucher.

## Add a Voucher

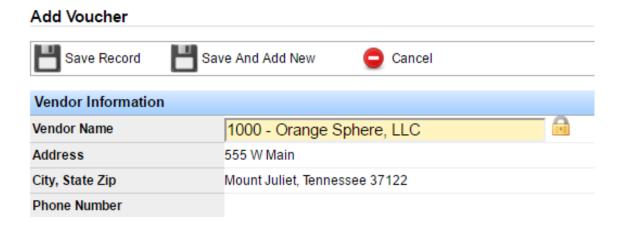
Once you have entered your vendors in the system, you can add your vouchers.

1. Follow the path in the menu Accounting>Accounts Payable>Vouchers>Add Voucher.



2. An Add Voucher window will open. Enter the vendor name.

**NOTE**: You need to have your vendors entered in the system before you can create vouchers for them. When you begin typing in this field, a list of vendors will autopopulate. Click on the correct vendor to lock it in. Once you select your vendor, the address and phone number as well as the credit status and credit limit will autopopulate for you as long as you have entered this information on the vendor's profile.





3. Once the Vendor Information section is filled out, you need to fill out the Voucher Information on the bottom half of the screen. Begin by selecting the category that this voucher falls under as well as the payment method you will be using for this voucher.

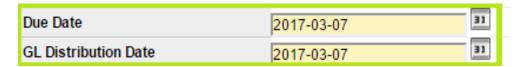
**NOTE**: You should have already added your bank accounts to the system. You will need to do so in order for them to be available from this drop-down. If you get to this point and realize you need to add a new account, you can open Transport Pro in a new tab. Then, follow the path in the menu Accounting>Checking Accounts>Checking Accounts>Add Checking Account.



4. Enter the invoice date and the invoice number. Then, enter the PO number, if applicable.



5. Enter the due date and the GL distribution date.



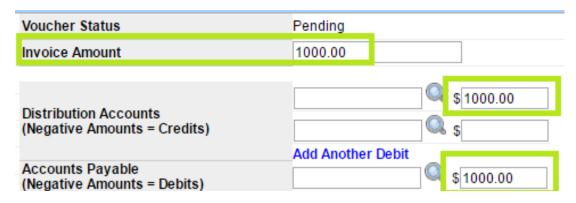
6. Enter the correct name or initials in the Approved By field. Then, enter a description in the Description field.

**NOTE**: Although the Approved By field is not required in order to save the voucher, it is required in order to approve the voucher. The description is required.





7. In the second column of the Voucher Information section, you will see that the voucher is in a pending status. It will remain that way until you post it. Enter the invoice amount. When you enter the invoice amount, the amount will auto-insert in the distribution accounts and accounts payable dollar amount fields.

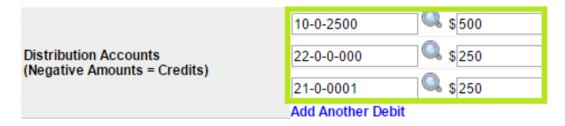


8. For this example, let's say you need to pay three different amounts from three different GL accounts for this vendor. As you can see, the system gives you two lines for the distribution accounts, but you need three. Click the "Add Another Debit" link.

**NOTE**: There is no limit on how many debit lines you can enter.



9. Now, you can break up the payments for each distribution account accordingly.



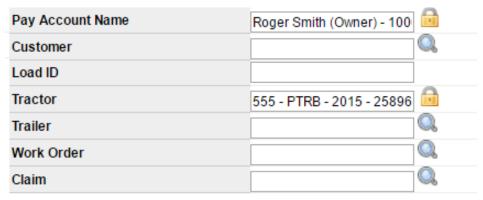


10. Enter the accounts payable account.

Distribution Accounts (Negative Amounts = Credits)	10-0-2500	<b>\$</b> 500
	22-0-0-000	Q \$250
	21-0-0001	Q \$250
	Add Another Debit	
Accounts Payable (Negative Amounts = Debits)	15-1-0000	\$ 1000.00

11. Enter all of the applicable information in the third column.

**NOTE**: Although this information is not required, we do recommend entering the applicable information for organizational purposes.



12. Once all of the required information is entered, click "Save."

**NOTE**: After you save the voucher, the next step is to post the voucher. For full details on vouchers, please see the A/P-Vendors and Vouchers Guide.